POSITION SENSITIVITY PROGRAM

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Military technicians are considered military members for all purposes of security. However, the HRO is responsible for assuring that the individual possesses the level of security clearance necessary to perform his/her duties. Normally, the security clearance required for performance of technician duties wil be the same as that required for his/her compatible military assignment. The position sensitivity code for miltary technicians indicates the level of security clearance documented on the SF 52 (see NGB TPR 296-33, chapter 4) by the supervisor when requesting personnel actions.

Competitive technicians are considered Department of the Army or the Air Force civlian employees for all purposes of security. The HRO, in conjunction with the Security Officer from each Air Base and the State security manager, determines the need for an NACI and security clearance (the supervisor indicates the level of security clearance on the SF 52). The position sensitivity code for competitive technicians indicate the type of checks that must be completed and the level of clearance needed.

GENERAL REQUIREMENTS

All positions must be designated in terms of their national security sensitivity to assure appropriate screening under Executive Order 10450. Sensitivity designation is based on an assessment of the degree of damage that an individual, by virtue of the occupancy of a position, could affect national security. To ensure Department of Defense security standards are maintained, position sensitivity for each excepted and competitive technician position (funded and unfunded) must be recorded on the Optional Form 8 item 12 (Position Description). The supervisor must file a copy in the supervisory work folder. The following is an overview of how the recording of position sensitivity is to occur:

POSITION SENSITIVITY DETERMINATION. The supervisor determines position sensitivity by reviewing duties, full time manning documents, MTOEs, TDAs, EUMDs, regulations, equipment, and the environment in which the work is performed. The position sensitivity determines the level of clearance, or access, required by the incumbent of that position.

SENSITIVITY LEVELS. There are 4 sensitivity levels for designating positions both for ADP-Computer security and National Security related positions. These levels and the degree of risk to the National Security associated with each are indicated below:

CODE	SENSITIVITY LEVELS	NATIONAL SECURITY RISK
4	Special-Sensitive (SS)	Potential for in-estimable damage
3	Critical Sensitive (CS)	Potential for exceptionally grave damage (Top Secret)
2	Non-critical Sensitive (NCS)	Potential for serious damage to potential damage (Secret or Confidential)
1	Non-Sensitive (NS)	Potentially prejudicial (None or Confidential)

GENERAL DEFINITION OF SENSITITY LEVELS

a. Special Sensitive – Level 4:

(1) E.O. 10450. Includes any position which the head of an agency determines to be in a level higher than Critical-Sensitive because of (a) the greater degree of damage that an individual, by virtue of occupancy of the position, could affect national security, or (b) special requirements concerning the position under authority other than E.O. 10450.

(2) OMB Circular No. A-130. Includes any position which meets the criteria in 2a(1) above, or is determined by the head of the agency to impose a risk in terms of ADP-Computer security above that at the Critical-Sensitive level.

b. Critical Sensitive – Level 3:

(1) E.O. 10450. Includes positions involving any of the following:

(a) Access to **Top Secret** defense information;
(b) Development or approval of war plans, plans or particulars of future or major or special operations of war, or critical and extremely important items of war;
(c) Development or approval of plans, policies or programs that affect the overall operations of an agency; that is policy making or policy-determining positions;
(d) Investigative duties, the issuance of personnel security clearances, or duty on personnel security boards; or
(e) Fiduciary, public contact, or other duties demanding the highest degree of public trust.

(2) OMB Circular No. A-130. Includes positions in which the incumbent is responsible for the planning, direction and implementation of a computer security program; has a major responsibility for the direction, planning, and design of a computer system, including the hardware and software; or, can access a system during the operation or maintenance in such a way, and with relatively high risk for causing grave damage or realizing a significant gain. Such positions may involve:

(a) Responsibility for the development and administration of agency computer security programs, and also including direction and control or risk analysis and/or threat assessment:
(b) Significant involvement in life-critical or mission-critical systems.
(c) Responsibility for the preparation or approval of data for input into a system which does not necessarily involve personal access to the system, but with relatively high risk for effecting grave damage or realizing significant personal gain.
(d) Relatively high risk assignments associated with or directly involving the accounting, disbursement, or authorization for disbursement from systems of (1) dollar amounts of $10 million per year or greater, or (2) lesser amounts if activities of the individual are not subject to technical review by higher authority at the Critical-Sensitive level to ensure the integrity of the system.
(e) Positions involving major responsibility for the direction, planning, design, testing, maintenance, operation, monitoring, and/or management of systems hardware and software.
(f) Other positions as designated by the agency head that involve relatively high risk for effecting grave damage or realizing significant personal gain.

c. Non-critical-Sensitive – Level 2:

(1) E.O. 10450. Includes positions that involve one of the following:

(a) Access to **Secret** or **Confidential** national security materials, information, etc.
(b) Duties that may directly or indirectly adversely affect the overall operations of the agency.
(c) Duties that demand a high degree of confidence and trust.

(2) OMB Circular No. A-130. Includes positions in which the incumbent is responsible for the direction, planning, design, operation, or maintenance of a computer system, and whose work is technically reviewed by a higher authority at the Critical-Sensitive

level to ensure the integrity of the system. Such positions may involve:

(a) Responsibility for systems design, operation, testing, maintenance, and/or monitoring that is carried out under technical review of higher authority at the Critical-Sensitive level, to ensure the integrity of the system. This level includes, but is not limited to:

(1) Access to and/or processing of proprietary data, information requiring protection under the Privacy Act of 1974, and Government-developed privileged information involving the award of contracts:

(2) Accounting,disbursement, or authorization for disbursement from systems of dollar amounts less than $10 million per year.

(b) Other positions as designated by the agency head that involve a degree of access to a system for damage or personal gain less than that in Critical-Sensitive positions.

(c) Non-Sensitive – Level 1:

(1) E.O. 10450. Includes all positions not falling into one of the above sensitivity levels.
(2) OMB Circular No. A-130. Includes all ADP-/computer positions not falling into one of the above sensitive levels.

PROCEDURES. It is the supervisor's responsibility to the Adjutant General for carrying out the requirements of the Position Sensitivity Program. Managers and supervisors will ensure the immediate supervisor reviews every required position. Each supervisor will ensure block 12 of their Optional Form 8 is annotated. When requesting personnel actions, the Standard Form 52 (see TPR 296-33) must have the applicable remark: "Position Sensitivity Indicator" as listed below:

0: Not Applicable
1: Non Sensitive and None or Confidential
2: Non-Critical Sensitive and Secret or Confidential
3: Critical Sensitive and Top Secret
4: Special Sensitive and Top Secret